

## Police contact can result in...

1. No intervention
2. Pre-Charge Diversion
3. Hospital for Assessment
4. Charged with an Offence

If charged and released by police, you will be given a **Promise to Appear/Undertaking**. This will have your fingerprinting appointment and first court date on it.

Event	Date
Fingerprinting	
First Court Appearance	

Do I know the conditions or rules that I have to follow:  
 Yes  No, Have Duty Counsel explain them

You could also be held in Custody for a Bail Hearing.

If you are released on bail, you can be released on your **Own Recognizance**, with **Surety** or with a **Bail Program**.

The first court appearance after the police release you or you are released on bail is called a **First Appearance**.

## First Appearance Checklist

Bring all paperwork from your release
Arrive at least 15-30 minutes early
Check the <b>docket</b> , the list of matters in court today, to find your courtroom
Put your name on the list to speak with <b>Duty Counsel</b> before you go into the courtroom

Duty Counsel is a free lawyer who can help people with low-income that do not have a lawyer.

When you enter the courtroom, sit in the public seating area and wait for your name to be called.



When your name is called, stand at the front center of the public seating area or at the podium. You will be asked to state your full name and date of birth.

Example: "John Doe, May 31, 1990"

Make sure to speak clearly and loud so that you can be heard. You must respond to all questions using your voice, not nodding.

You will be provided with your **Disclosure Package**.

This includes all of the information that the Crown Attorney has on your file as well as a **Charge Screening Form**. This says the penalty that the Crown Attorney will be seeking if you are found guilty.

You will then be given an **Adjournment** (another court date) so that you can review this disclosure package and retain a lawyer.

At your next court date, you can decide if you want to plead guilty, have a Crown or Judicial Pre-Trial meeting or proceed to trial. Your lawyer or Duty Counsel can help with this.

## How to Retain a Lawyer

**Step 1:** Ask Duty Counsel at your First Appearance for a referral to Legal Aid Ontario

**Step 2:** Make sure you have all of your court documents and proof of income ready (pay stub, OW/ODSP stub, Employment Insurance statement)

**Step 3:** Call Legal Aid Ontario Monday to Friday from 8:00 AM to 5:00 PM

Toll Free: 1-800-668-8258

Bell Relay: 1-800-855-0511

**Step 4:** Provide Legal Aid Ontario Client Number and Certificate Number to a Lawyer

If you are denied Legal Aid support, you can appeal within 15 days.

If you do not financially qualify for Legal Aid Ontario support, you can retain your own lawyer.

In this guide, you will learn:

1. About Police contact/arrest
2. What to do at a first appearance in court
3. How to retain a lawyer
4. Key justice professionals
5. Court etiquette

## Key Justice Professionals

**Crown Attorney:** Provincial lawyer that represents the community and prosecutes charges laid by police.

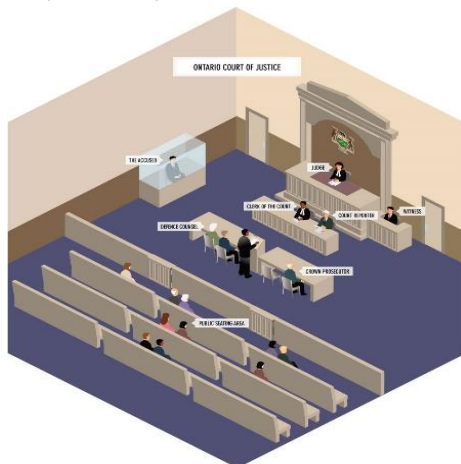
**Duty Counsel:** State-funded lawyer that is free to those that financially qualify.

**Retained Lawyer:** A lawyer you pay to represent you.

**Judge:** wears a Red Sash and is referred to as "Your Honour." Presides in trials, sentencing, mental health courts and Judicial Pre-Trials.

**Justice of the Peace:** wears a Green Sash and is referred to as "Your Worship." Presides in provincial offence court and criminal court matters before trial.

**Court Support Staff:** Workers provided by various agencies that can assist you in court  
\*Ask Duty Counsel if you should connect with court support



## Courtroom Rules



## A Guide to Court

### Supporting Individuals with a Developmental Disability or a Dual Diagnosis

The Dual Diagnosis Justice Coordinators (DDJC) from the Community Networks of Specialized Care in Central East (CNSC-CE) provide support to individuals with a developmental disability or a dual diagnosis that find themselves involved with the criminal justice system (CJS) in the following areas:

To refer, call Developmental Services Ontario - Central East at 1-855-277-2121

